

STATE OF UTAH TRAVEL INFORMATION

1. PURPOSE

Travel rules and regulations are issued for the guidance of officials and employees of the State of Utah, in accordance with Title 63A-3-106 and 63A-3-107, Utah Code Annotated, as amended.

2. PER DIEM

In-State Travel Per Diem

The basic meal allowance for a 24-hour period of travel is \$36.00, to be computed as follows:

\$9.00 Breakfast
\$11.00 Lunch
\$16.00 Dinner

Tips and Tax on Meals – Tips and tax on meals are included in the per diem amount.

Out-Of-State Per Diem

The basic meal allowance for a 24-hour period of travel is \$45.00, to be computed as follows:

\$10.00 Breakfast
\$14.00 Lunch
\$21.00 Dinner

Tips and Tax on Meals – Tips and tax on meals are included in the per diem amount.

Leave Home Base:

1 st qtr-leave between 12:01 am and 6:00 am	Breakfast, Lunch, Dinner
2 nd qtr-leave between 6:01 am and noon	Lunch, Dinner
3 rd qtr-leave between 12:01 pm and 6:00 pm	Dinner
4 th qtr-leave between 6:01 pm and midnight	No Per Diem

Return to Home Base

1 st qtr-return between 12:01 am and 6:00 am	No Per Diem
2 nd qtr-return between 6:01 am and noon	Breakfast
3 rd qtr-return between 12:01 pm and 7:00 pm	Breakfast, Lunch
4 th qtr-return between 7:01 pm and midnight	Breakfast, Lunch, Dinner

Meals included in the registration fee for a function will be deducted according to the meal allowances. If meals are complimentary of a hotel, motel, and/or association, no reimbursement will be made for that portion which is “free.” However, meals provided on airlines will not reduce the meal allowance.

Premium Cities

The traveler may choose to accept the per diem rate for out-of-state travel or to be reimbursed at the actual meal cost, with original receipts, up to \$59 per day. The traveler will qualify for premium rates: on the day travel begins and/or the day travel ends only if the trip is of sufficient duration to qualify for all meals on those days. The traveler may choose different reimbursement methods during the trip; however, he must use the same method of reimbursement for an entire day. Reimbursement is for the traveler only. If more than the traveler's meal is charged on a receipt, this must be deducted to reflect the traveler's costs only. Actual meal cost includes tip. **Alcoholic beverages are not reimbursable.** The premium cities are:

New York -- Los Angeles -- Chicago -- San Francisco -- Washington DC -- Boston -- Arlington

3. NON-OVERNIGHT TRIPS.

An employee may be authorized to receive meal per diem if the destination is at least 100 miles from “home-base” depending on departure and return times.

4. LODGING

Lodging is reimbursed at the following rates for *Single* occupancy only.

In-State Lodging

Conference Hotel: actual cost plus tax.

Non-Conference Hotel:

Salt Lake Valley (Draper to Centerville), Park City, Heber City, Tooele, and Midway	\$80 plus tax
Cedar City	\$65 plus tax
Ogden, Layton	\$65 plus tax
Orem, Provo	\$65 plus tax
Moab	\$70 plus tax
St. George	\$70 plus tax
Logan	\$70 plus tax
Panguitch	\$65 plus tax
Price	\$70 plus tax
Roosevelt, Vernal	\$75 plus tax

These rates are based on single occupancy. For double occupancy add \$20, for triple occupancy add \$40 and for quadruple occupancy add \$60.

Out-Of-State Lodging

Conference Hotel: actual cost plus tax.

Non-Conference Hotel: Actual cost up to \$65 plus tax.

A proper receipt for lodging accommodations must accompany each request for reimbursement. The tissue copy of the MasterCard Corporate card charge receipt is **not acceptable**. **A proper receipt is a copy of the registration form generally used by motels and hotels which includes the following information:**

- Name of motel/hotel
- Street address of motel/hotel
- Town and state of motel/hotel
- Telephone number of motel/hotel
- Current date
- Name of person or persons staying at the motel/hotel
- Date or dates of occupancy
- Amount and date paid
- Signature of agent
- Number in the party
- Single or double occupancy

When staying at a location other than a hotel, such as with a family member, travelers may now receive \$25 per night.

If staying at a campground, trailer park, etc., travelers may be reimbursed up to \$40 per night with a signed receipt.

5. INCIDENTAL EXPENSES REIMBURSEMENT

A. Incidentals: The allowances for meal reimbursements are all inclusive. Additional expenses such as sales tax and tips are considered part of the allowances shown for those types of reimbursements. However, travelers will be reimbursed for actual out-of-pocket costs for incidental items such as baggage tips and transportation costs (tips for maid service, doormen and meals are not reimbursable.) No other gratuities will be reimbursed. Include an original receipt for each individual incidental item of \$20 or more.

B. Incidental Ground Transportation Reimbursement – Document all official business use of taxi, bus, and other ground transportation reimbursements. Personal use such as transportation to restaurants is not reimbursable.

- . Individual amounts of \$20 or more – Submit an original receipt for each item.
- . Individual amounts less than \$20 – Submit a schedule of payments including the following information:

Ground Transportation:

- . Date
- . To destination
- . From destination
- . Type of conveyance (taxi, bus, etc.)
- . Dollar amount

C. Parking Expense Reimbursement

- . Parking at the SALT LAKE CITY airport – The maximum reimbursement for parking, whether you park at the airport or away-from-the-airport, is the airport long-term parking rate. The parking receipt must be included with the reimbursement request.

Parking at Hotel, etc.

- . Individual amounts of \$20 or more – Submit an original receipt for each item.
- . Individual amounts less than \$20 – Submit schedule of payments, including the following information:
 - Date
 - Location
 - Dollar Amount

FOR A MORE DETAILED EXPLANATION ON STATE OF UTAH TRAVEL POLICIES AND PROCEDURES GO TO http://finance.utah.gov/main/resources/Travel/10_Travel.pdf